



Assistant Director, Internal Audit

Department: Internal Audit

EEO Code: 22

Class Code: 1433

FLSA: E

Effective: 01/05/1994

GENERAL STATEMENT OF DUTIES:

Under general direction; performs work of considerable difficulty in reviewing, evaluating, supervising, and reporting on financial, operational and management audits, making appraisals of audit findings for compliance and recommendations for improvements; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Plans, coordinates and supervises audits of departments, programs and activities; prepares time budgets, manpower needs and selection of areas of coverage; recommends preliminary objectives, and furnishes timely and ongoing advice to Director concerning approach, scope and selection of audit and sample techniques; evaluates audit findings and recommendations for audit reports; reviews draft audit reports and prepares final reports; assists in preparation and review of work papers; assists in resolving problems associated with audit procedures and processes; reviews and follows-up on management responses to audit recommendations; trains, supervises and evaluates staff auditors; assists in preparation of annual audit timing schedule; assists external auditors with annual audit; resolves issues and addresses concerns of bingo/raffle organizations; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of principles, policies and procedures of governmental auditing; of Generally Accepted Accounting Principles and Generally Accepted Auditing Standards; of general management and research techniques; of microcomputers and software, and their application in accounting, business and research; of effective supervisory principles and practices.

Considerable skill in analyzing audit findings and formulating pertinent, clear and concise recommendations; in developing and maintaining effective working relationships with persons at all levels of County government and external organizations; in effective utilization of word processing, spreadsheet and data base software packages.

MINIMUM EDUCATION AND EXPERIENCE:

Completion of the core requirements for a bachelor's degree in accounting or related field and four years of internal auditing/public accounting experience including one year of supervisory experience; or an equivalent combination of training and experience. MBA, CPA or CIA desirable.

ADDITIONAL REQUIREMENTS:

Valid Driver's License.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
